



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
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8 Jan 03

From: Commanding General, Marine Air Ground Task Force Training  
Command, Marine Corps Air Ground Combat Center  
To: Distribution List

Subj: POLICY LETTER ON GOVERNMENT QUARTERS DURING CONTINGENCY  
DEPLOYMENTS OF FMF UNITS

Ref: (a) CCO 11101.12J w/ch3

Purpose: To temporarily modify certain requirements and  
procedures in ref. (a) during contingency deployments of  
resident FMF units.

1. Point of Contact (POC). Each unit will provide the  
Housing Office a POC from the rear party, a SNCO or above, to  
act as a liaison for housing matters.
2. Power of Attorney (POA). A POA (copy to be on file at  
the Housing Office with directions on how to contact individual)  
as specified in the CCO 11101.12J, sections 2011 and 2019.5g,  
will be required for a person other than the military member to  
accomplish placement on the waiting list, accept or reject a  
housing unit and vacate housing.
3. Retention of quarters when sponsor is deployed and  
dependents are absent from quarters.
  - a. When sponsors are serving on deployment causing them to  
reside away from assigned quarters, and dependents desire to  
absent themselves from quarters at the same time, the Commanding  
General may permit retention of quarters for periods not to  
exceed 45 days after completion of the contingency deployment  
for non-occupancy. This type of request must be submitted via  
AA form through the service member's chain of command and arrive  
15 days in advance of date requested to the Family Housing  
Managers Office for endorsement before it is forwarded to the  
Director of Installations and Logistics (I&L) for approval.
  - b. Absence from quarters beyond 45 days after completion of  
the contingency deployment could be authorized only in cases of  
extreme hardship, for humanitarian reasons, or where medical  
reasons are verified. These cases must be of such severity as

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to present a personal problem that is more severe than those normally encountered by military personnel and their families in the normal course of military service. This request must be submitted via AA form through the service member's chain of command and arrive 15 days in advance of date requested to the Family Housing Managers Office for endorsement before it is forwarded to I&L for approval.

c. When command approval is granted, the service member's chain of command will provide the Housing Office the name and phone number of the unit's rear party POC, name, address and phone number of a responsible party during the occupant's absence and the address and phone number where the resident can be reached while being absent from quarters. This required information should be placed in remarks block of the AA form.

d. This responsible party must be an active duty service member or a spouse of, live aboard the installation and be familiar with CCO 11101.12J. Under no circumstances are residents allowed to leave pets in the quarters while they are temporarily vacant for 24 hours or more. Residents may obtain an AA form through the service member's chain of command.

#### 4. Visitors and guests (Military and/or Civilian).

a. Residents must register all visitors who will exceed a 72-hour stay with the Housing Office. Guest registration forms may be obtained at the Housing Office.

b. Social visits by military service members and civilians may be approved by the Housing Manager for up to 30 days only, providing the visitation will terminate at the end of the 30-day period. Contact the Housing Office for information when these occasions arise.

c. Visits by family that are not service members dependents and are requesting to exceed 30 days, must be approved by I&L. This request must be submitted via AA form through the service member's chain of command, it must arrive 15 days in advance of date requested to the Family Housing Managers Office for endorsement before it is forwarded to I&L for approval. Family members that are found violating this extended visitation policy will be given a 30 day notice to terminate quarters.

d. Bachelor personnel assigned to the Combat Center are not

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permitted to occupy quarters as a guest in excess of 72 hours without prior approval of the Housing Office. They are not allowed to remain overnight when the military spouse is deployed.

e. Residents are responsible for the proper conduct of any guests.

5. Termination of assignment.

a. Termination is the formal cessation of assignment to government quarters. Residents remaining in housing during the contingency deployment are required to give the Housing Office 60 days written advance notice of intent to vacate. Requests to vacate with less than 30 days notice require a letter from the unit commander explaining the circumstances. Exceptions are at the direction of the Commanding General for cases exhibiting just cause.

b. The following areas of misconduct will result in residents being required to appear before the Combat Center Magistrate Board:

1) Domestic disturbance/violence.

2) Unacceptable care or destruction of the assigned housing unit or related property by the assigned resident, their family members, or their guests.

3) Residents unwilling to resolve problems, or who repeatedly disturb the peace and harmony of their respective neighborhood.

4) General misconduct of dependents or guests.

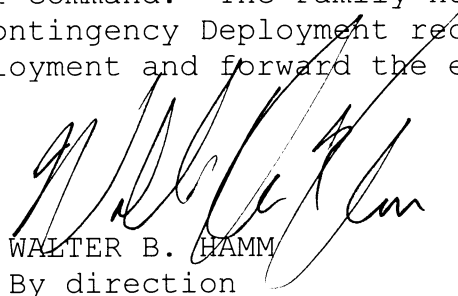
6. Voluntary termination.

a. Members are advised that all moves in this case will be at the member's expense. Members are advised when they move out of Government quarters, they will not be eligible for reassignment until the service member returns from their unit's Contingency Deployment.

b. Once the service member returns the family can request to be placed on the housing wait list without the one-year wait. This request must be submitted via AA form through

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the service member's chain of command. The Family Housing  
Office will check the unit Contingency Deployment records for  
service members dates of deployment and forward the endorsed AA  
form to I&L for approval.



WALTER B. HAMM  
By direction